



The Oaks Academy

JOB DESCRIPTION

JOB TITLE	Caretaker	GRADE	3
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BASIC JOB PURPOSE

To assist with the security of the premises and its contents; including being a registered key holder. Carry out cleaning of designated areas; and to undertake minor repair and portering duties.

MAIN RESPONSIBILITIES

1	Assist with the maintenance of the school building, including under direction effecting minor repairs and improvements and general maintenance tasks to ensure that the school and site are maintained in satisfactory condition. Highlight any concerns about condition of the buildings and site which need repair or maintenance.
2	Assist with the monitoring and operation of the engineering system (ie, heating, etc) and advise Line Manager of any faults to ensure the most economical use of fuel and water.
3	Assist in the operation and maintenance of appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary to provide satisfactory security arrangements.
4	Carry out portering duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
5	Undertake designated cleaning duties during term time and assist with major cleaning during school closure periods.
6	Carry out banking duties as required by the school.
7	Liaise with contractors in respect of funded works at the school as directed.
8	Maintain high standards of ground maintenance.
9	Uphold the health and safety policy and practice across the site and report any concerns to line management.
10	Support the fire evacuation policy and procedure and support with the completion fire risk assessments.
11	Ensure that in adverse weather the site is safe for all to access.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.